

Conflict of Interest Disclosure System

Individual User Guide

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If you have any questions regarding this tutorial or the disclosure process, please contact:

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Conflict of Interest Disclosure System

Annual Conflict of Interest Notification Schedule and Deadline

- **November 30**, the Office of the Secretary of the Commonwealth will send out the official memorandum directing agency coordinators to proceed in notifying their employees of their obligation to disclose their financial interests for the current calendar year. On this date, the online Conflict of Interest Disclosure System will be activated.
- The deadline to submit your Statement of Economic Interest form or Financial Disclosure form for the 2012 calendar year is **January 15**.

Conflict of Interest Disclosure System

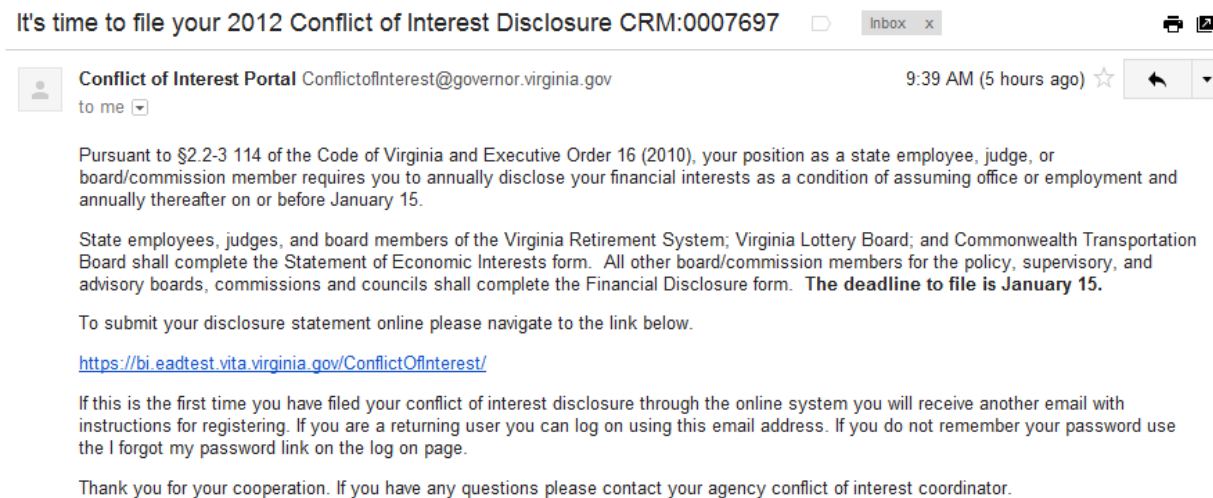
Accessing the Conflict of Interest Disclosure System

- Individual access to the online Conflict of Interest Disclosure System will be granted to users via their agency coordinator.
- Coordinator access to the online Conflict of Interest Disclosure System will be granted via the Conflict of Interest Director.
- For security purposes, access to the system is restricted and is therefore not publicly available via the Secretary of the Commonwealth's website.

Accessing the Conflict of Interest Disclosure System




- Agency coordinators will grant both existing as well as new users access to the online system via a hyperlink that will be e-mailed by the agency coordinator to the user's inbox. It may be beneficial to users to save this link in their web browser for easy access to their account throughout the year.
- The hyperlink will allow users to navigate to the account log-in screen or create an account if they are a new user.




Email Notification (users will receive this email once annually from their agency coordinator)



Accessing the Conflict of Interest Disclosure System

Email Notification (new users will receive this email once from their agency coordinator to set up their online account)

Your COV Conflict of Interest Reporting **account**. CRM:0007525  Inbox x  

 **Conflict of Interest Portal** ConflictofInterest@governor.virginia.gov Oct 25 ☆  
to me ▾

A new **account** has been created for you in the Conflict of Interest Reporting System via the Office of the Secretary of the Commonwealth. To set up your **account**

1. Navigate to the following link:
<https://bi.eadtest.vita.virginia.gov/ConflictOfInterest/Account/NewUser/093558D7A8934EF4830DC4FA503BD9968F>
2. Enter your pin:
339112
3. Follow the instructions to complete the registration process.

Thanks for your service to the Commonwealth. As a reminder, the deadline to file your conflict of interest disclosure is January 15.

Accessing the Conflict of Interest Disclosure System

Log-In Screen

The screenshot shows the Virginia.gov website with a header navigation bar containing links for Online Services, Commonwealth Sites, Help, and Governor. A search bar is located in the top right. Below the header is a banner for Janet Vestal Kelly, Secretary of the Commonwealth, with a search bar and a [Log On] link. The main content area is titled "Conflict of Interest Disclosure System" and includes a description of the system. On the left, there are links for the Secretary of the Commonwealth Home, Conflict of Interest Disclosures, and a button to View Secretariat Expenditures. The central login area has a "Log On" tab, fields for Email Address and Password, and a "Log On" button with a link for "I forgot my password". A yellow information box on the right contains a welcome message and a link to the Conflict of Interest Guidance.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Virginia Conflict of Interest Disclosures [Log On]

Secretary of the Commonwealth Home
Conflict of Interest Disclosures

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Conflict of Interest Disclosure System

The online Conflict of Interest Disclosure System is for governmental officers or employees that must disclose their conflict of interest to the Secretary of the Commonwealth's office.

Log On

Email Address

Password

Log On [I forgot my password](#)

Welcome to the Secretary of the Commonwealth's Conflict of Interest Disclosure System.

You will be sent an email notification with instructions on setting up your account.

If you have not received an email and think that you should please contact your agency's conflict of interest coordinator.

Follow this link to see the guidelines of who should be filing conflict of interest disclosures. [Conflict of Interest Guidance](#)

Accessing the Conflict of Interest Disclosure System

Create New Account Screen: Enter Your Pin Number

The screenshot shows the Virginia.gov website with the header navigation bar containing links for Online Services, Commonwealth Sites, Help, and Governor. A search bar is present in the top right. Below the header is a banner for Janet Vestal Kelly, Secretary of the Commonwealth, with a search bar and a [Log On] link. The main content area is titled 'Conflict of Interest Disclosure System' and 'Create a New Account'. It instructs the user to 'Please enter the pin that was supplied in the email.' and features a 'Registration Information' tab. A 'Pin:' label is followed by a text input field containing '339112'. A 'Next' button is located below the input field. At the bottom, a link states 'If you already have an account click here to [Log On](#)'. On the left sidebar, there are links for 'Secretary of the Commonwealth Home', 'Conflict of Interest Disclosures', and 'View Secretariat Expenditures' (with a magnifying glass icon). A portrait of Governor Bob McDonnell is also displayed.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Virginia Conflict of Interest Disclosures [Log On]

Secretary of the Commonwealth Home
Conflict of Interest Disclosures

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Conflict of Interest Disclosure System

Create a New Account

Please enter the pin that was supplied in the email.

Registration Information

Pin:

Next

If you already have an account click here to [Log On](#)

Accessing the Conflict of Interest Disclosure System

Create New Account Screen: Set up Account

Conflict of Interest Disclosure System

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 8 characters in length.

Passwords must contain 3 of the 4 attributes:

- a) Special characters,
- b) Alphabetical characters,
- c) Numerical characters
- d) Combination of upper and lower case characters

Account Information

Email address

vagov2011+mrc64@gmail.com

Password

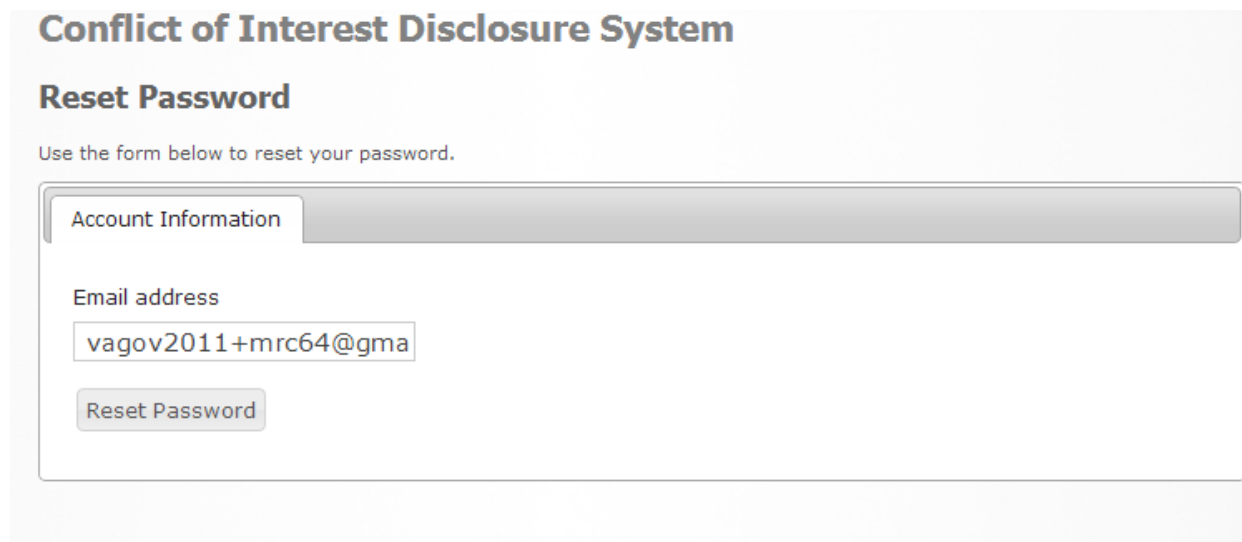
Confirm password

Register

Accessing the Conflict of Interest Disclosure System

- If you are a returning user, but do not remember your password, click on the “I forgot my password” option from the log-in screen. An email will be sent to your inbox that will allow you to access your account and reset your password.

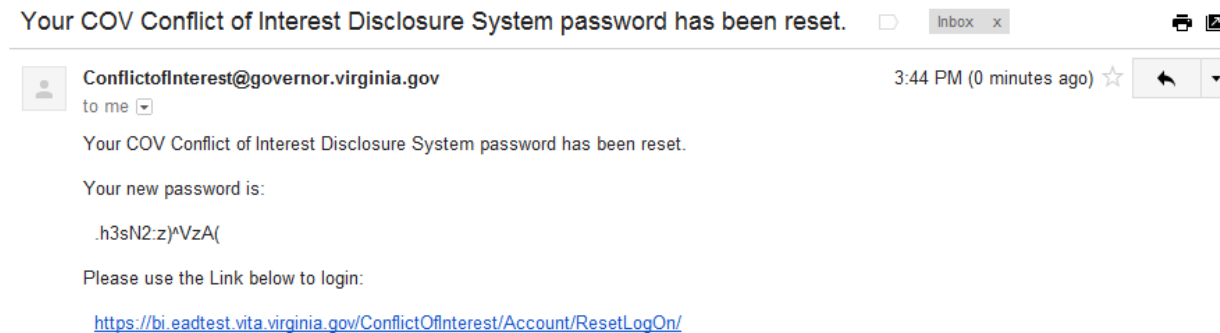
Password Reset Screen 1



The screenshot shows a web interface for the "Conflict of Interest Disclosure System". The main heading is "Reset Password". Below this, a instruction reads: "Use the form below to reset your password." The form is titled "Account Information" and contains a label "Email address" followed by a text input field with the value "vagov2011+mrc64@gma". Below the input field is a button labeled "Reset Password".

Accessing the Conflict of Interest Disclosure System

Email Notification (existing users who have forgotten their account password will receive this e-mail to allow them to reset a new password)



Accessing the Conflict of Interest Disclosure System

Password Reset Screen 2

Conflict of Interest Disclosure System

The online Conflict of Interest Disclosure System is for governmental officers or employees that must disclose their conflict of interest to the Secretary of the Commonwealth's office.

Log On

Email Address

Current password

New password

Confirm new password

Change Password

Welcome to the Secretary of the Commonwealth's Conflict of Interest Disclosure System.

Use the temporary password that was emailed to you and choose a new password that meets the following criteria:

Passwords are required to be a minimum of 8 characters in length. Passwords must contain 3 of the 4 attributes:

1. Special characters,
2. Alphabetical characters,
3. Numerical characters,
4. Combination of upper and lower case characters

If you think you have reached this page in error, then please contact your agency's conflict of interest coordinator.

Individual Access

- After logging-in to the system, users will be able to view under “My Disclosures” which form you are required to file, as designated by their agency coordinator. By clicking on the link, users will then navigate to the form wizard which will walk you through your form page by page.

My Disclosures Screen

My Disclosures		
Michael Perzanowski		
Year	Agency	Forms Required
2012	Virginia Lottery	<ul style="list-style-type: none">• Financial Disclosure Statement (Not Submitted)• Statement of Economic Interests (Not Submitted)
2011	Virginia Lottery	<ul style="list-style-type: none">• Statement of Economic Interests (Not Submitted) Preview Statement of Economic Interests

Individual Access

Wizard: Follow on screen instructions to advance through each page...

This screenshot shows the 'Instructions' page of the 'Statement of Economic Interests' wizard. The left sidebar contains a list of steps: Instructions, Statement of Economic Interests, Select Schedules, Salary, Select Additional Schedules, Finalize Schedules, Schedule A - Offices and Directorships, Schedule B - Personal Liabilities, Schedule C - Securities, Schedule D - Payment for Talks, Meetings, and Publications, Schedule E - Gifts, Schedule F - Business Interests, Schedule G-1 - Payments for Representation by You, Schedule G-2 - Payments for Representation by Associates, Schedule G-3 - Payments for Representation Generally, and Schedule H-1 - Real Estate - State Officers and Employees. The main content area is titled 'Statement of Economic Interests' and contains the following text:

This wizard will guide you through completing your Statement of Economic Interests. You can press the next button to advance through the wizard, which will also save your work throughout the process. To return to an earlier step in the process, click the previous button. Do NOT press the back button in your browser as that will result in the loss of any unsaved data. Your session will timeout after 30 minutes of inactivity, which will also result in the loss of any unsaved data. For reference, definitions of the terms used in the form can be found by clicking on the Definitions link in the corner on the upper right.

You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After previewing your form, you must complete the process by electronically signing the form by typing your name as it appears in the form. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.

Pursuant to Sections 2.23114 and 2.23115 of the Code of Virginia, employees of state agencies who have been designated by the Governor or the General Assembly, and employees of local governments designated to file by the Code of Virginia or by their governing ordinance, are required to file this "Statement of Economic Interests" form.

Members of certain boards of state and local government are also required to file this form. Please note that within this form, the use of the words "office" and "officer" also apply to appointed board members.

In addition, candidates for state and local offices are required to file this form pursuant to Section 24.2502 of the Code of Virginia.

This filing is a condition of assuming office or employment and thereafter on or before January 15th of each year.

Schedules A through I are to be completed ONLY if you answer "Yes" to any of items 1 through 10 on the Statement of Economic Interests.

REMEMBER: The ANNUAL filing deadline is January 15th of each year.

For the annual filing:

Previous Next

This screenshot shows the 'Finalize' page of the 'Statement of Economic Interests' wizard. The left sidebar is the same as the previous page. The main content area is titled 'Finalize' and contains the following text:

Your Statement of Economic Interests is ready for submission.

Please carefully review all the information on your Statement of Economic Interests and verify that it is accurate.

To review your form, press the preview form button below. **You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After submission, you will no longer have the ability to modify this form.**

When you are ready to submit, please electronically sign the form by typing your name as it appears in the form. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.

After you submit your Statement of Economic Interests, you will receive an automatically-generated confirmation email at the email address you used to login. That confirmation email will contain a link to the Conflict of Interest website, where you will be able to view the official version of your submitted Statement of Economic Interests. IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE. If the form is inaccurate or unavailable, contact the Conflict of Interest Director at ConflictOfInterest@governor.virginia.gov. You may be directed to complete an amendment, which will be filed with your original submission on the Commonwealth's servers.

I, the undersigned, do state that the information furnished on this disclosure and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

Verify Name

Michael Perzanowski

YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE THAT ANY AMENDMENTS YOU MAY SUBMIT REGARDING YOUR CONFLICT OF INTEREST DISCLOSURE SHALL BE ELECTRONIC.

Verify Name

Preview Form Previous Submit

Individual Access

- **Please note that Statement of Economic Interest forms are no longer required to be notarized.** At the end of the form you will be instructed to type your name twice, which constitutes a valid electronic signature.
- Users will have an opportunity to save their work and download/print a draft of their form to review before officially submitting the form online.
- **Once a user's form is submitted, it cannot be edited or resubmitted,** though it will be available for a user to view/print at any time throughout the year through their online account.
- Any questions regarding how to fill out either the Statement of Economic Interest or Financial Disclosure forms should be directed to the Office of the Secretary of the Commonwealth, Conflict of Interest Division.